

WAIS, Inc.

STAFF MEETING AGENDA

August 8, 1994

I. Weekly Business Reports

- A. Sales report
- B. Human Resources / Administration report
- C. Accounts Receivables report
- D. Product Development report
- E. Services Development report

II. Meeting Objective

Recruiting for the WAIS Inc. Team

III. Issues for the Week

- A. Dia - Safety/legal/comfort issues regarding 3rd floor office space.
- B. Bruce - SIGNIDR report

IV. Summary

8/1/94 Staff Meeting Minutes

Development:
range searching

HR/Admin.
1 interview
refine headhunters
assessment of resumes we have

close books

Services:
EB source code from EB will be delivered
Scholastic proposal response in
DJ will have schedule
DJ service will be up on dv.wais.net
DJ service on our machine
DJ logs
Seybold outline